

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE (AFMC)**



**AFMC INSTRUCTION 21-110  
HILL AIR FORCE BASE  
Supplement 1  
12 SEPTEMBER 2001**

***Maintenance***

**DEPOT MAINTENANCE TECHNICAL DATA  
AND WORK CONTROL DOCUMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement provides Center and product directorate (PD) minimum requirements and guidelines for operating the maintenance stamp program within Hill Air Force Base (AFB), Ogden Air Logistics Center (OO-ALC). Maintenance stamps will be used by personnel in the PDs to certify, authenticate, and/or clear Work Control Documents, and other maintenance documentation transactions. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

This revision changes the number of stamps from “10” to “11” (paragraphs 2.9.1. and 2.9.2.); inserted “Production Acceptance Certification” prior to “PAC” (paragraph 2.9.2.1.); adds titles to AFMCI 21-108 and AFMCI-110 publication numerical references (paragraph 2.9.3. Bullet 2 (Added)); Adds “T” –(Test) Stamp for technicians in the Technology and Industrial Directorate (OO-ALC/TI) (paragraph 2.9.3. Bullet 11 (Added)); OO-ALC stamp number assignments changed for the Aircraft Management Directorate (OO-ALC/LA)---“M” stamp changed from 00001-02500 to 0041-02500 and “U” stamp from 001-125 to 001-010 (Row 2, Figure 2.1.); OO-ALC stamp number assignments changed for OO-ALC/TI---“C” stamp changed from 0700-0800 to 0800-0900 and “Added “T” stamp 001-010 , and deleted the “K” stamp use (Row 4, Figure 2.1); and adds “M,” “P,” “Q,” “IET,” “C,” “U,” and “K” stamp assignments for Electronic Directorate (OO-ALC/LE) (Row 5, Figure 2.1.). An \* indicates a revision from the previous edition.

***AFMCI 21-110, 19 October 1999, is supplemented as follows:***

2.9. Quality Assurance Division (OO-ALC/LGQ) will assign blocks of maintenance stamp numbers to each directorate. PDs are required to notify OO-ALC/LGQ of any changes, deletions, or additions to their blocks of assigned numbers. Directorate stamp number assignments are listed Figure 2.1 of this supplement. All stamps and design requirements are for use in depot maintenance operations.

2.9.1. It is not expected or required that product directorates will use or issue all 11 different types of stamps. A directorate has the right under this supplement to issue only certain types of stamps in their assigned blocks.

2.9.2. Types and use of authorized stamps. The OO-ALC Stamp Program authorizes 11 different types of maintenance stamps for use by OO-ALC personnel in accomplishing their assigned functions. These maintenance stamps are for the exclusive use of personnel to whom they are issued and will not be used by any other individual for any reason. The violation of this rule may be grounds for disciplinary action and for the revocation of stamp privileges.

2.9.2.1. (Added). Maintenance stamps will not be issued to any employee until they have completed Production Acceptance Certification (PAC) Familiarization Training.

2.9.3. Bullet 1. (Added). “Q” – (Quality Inspection Stamp). Issued to quality assurance specialists and augmentees to clear WCD “Q” codes and to authenticate other production and quality assurance forms.

2.9.3. Bullet 2. (Added). “M” – (Mechanic) Stamp. Issued to mechanics to sign-off work in the mechanic’s sign-off block on authorized work documents, or to stamp off condition tags, and for other authorized uses as outlined in AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC) Program*, and AFMCI 21-110, *Depot Maintenance Technical Data and Work Control Documents*. The stamping of the document with an “M” Stamp signifies that the “work to be accomplished,” described by the pertinent operation or work step, has been completed in accordance with the applicable technical data, specifications, safety, and other applicable directives.

2.9.3. Bullet 3. (Added). “P” – (Supervisory Verification) Stamp. Issued to supervisors and designated alternates as directed in AFMCI 21-108 and AFMCI 21-110. Supervisors accepting work by certifying WCDs for maintenance tasks will meet the same training qualification and certification requirements as the PAC certified employee, and will require a PAC record.

2.9.3. Bullet 4. (Added). “K” – (Calibration) Stamp. Issued to Precision Measurement Division (OO-ALC/LEL) personnel (civilian and contractor) who repair, calibrate, and certify test measurement and diagnostic equipment.

2.9.3. Bullet 5. (Added). “N” – (Nondestructive (NDI) Inspection) Stamp. Issued to personnel who have been qualified and certified as Nondestructive Inspection (NDI) Inspectors.

[illegible]

2.9.4. (Added). OO-ALC/LGQ Responsibilities:

2.9.4.1. Act as Center OPR to oversee the maintenance stamp program.

2.9.4.2. Assign blocks of stamp numbers to each PD.

2.9.4.3. Conduct a yearly review of PD stamp programs.

2.9.4.4. Maintain a copy of stamp monitor assignment letters

2.9.5. (Added). OO-ALC PD and CLSS Responsibilities:

2.9.5.1. Assign a stamp monitor (in writing) at either directorate, division, or squadron level identifying the organization responsible to issue and control stamps and forward a copy of the delegation memorandum to OO-ALC/LGQ.

2.9.5.1.1. Stamp monitors will have the responsibility to oversee the procurement, issue, and control of stamps in accordance with this supplement, higher level directives, and local operating instructions (OIs). Stamps will be procured in accordance with approved/established directorate procedures. The design and size of stamps will be in accordance with AFMCI 21-110, Attachment 7.

2.9.5.2. Establish and document in their Quality Assurance Plan (QAP) or supporting OI the requirements stated in AFMCI 21-110 and the following:

2.9.5.2.1. A statement indicating that any time a stamp is illegible, it will be turned in and the employee will be issued a new stamp.

2.9.5.2.2. A statement indicating that black ink will be the only authorized color for maintenance stamps.

2.9.5.2.3. A list of assigned numbers for each type of stamp.

2.9.5.2.4. A statement indicating that a lost maintenance stamp number will not be reissued for a period of one year.

GENE L. HATHENBRUCK  
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